

# Disaster Services Manual



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605-348-6086

### **Mission Statement:**

The Diocesan Disaster Response Committee (DDRC) was established by the Bishop of the Diocese of Rapid City to assist communities in their response to disasters and to help families, communities, and parishes address disaster-related needs. The DDRC will **communicate, coordinate, cooperate, and collaborate** with other agencies and organizations to ensure an integrated response at the local level.

### **Our Tradition of Disaster Recovery:**

These four C's are the foundation of effective disaster response as they proved to be the foundation of Msgr. William O'Connell's work following the 1972 Rapid City Flood. These principles became the foundational work that led to the development of National Voluntary Organizations Active in Disaster which has taken root in every state in the nation and many counties throughout the world. It is from this tradition and that of the Communion of Saints who always responded generously to the needs of their friends and neighbors regardless of their religious, racial or socio-economic condition that we draw from.

### **Partners in Response:**

**Because of the vast region of the Diocese, the isolation of the region, and the fact that there is limited media coverage throughout the region, local priests, parish staff and parishioners are encouraged to contact the Catholic Social Services Office (605) 348-6086 and if after hours the Executive Director Jim Kinyon (605)431-3164 Community Outreach Director Dominique Tigert (605)641-3621 to make certain that the DDRC is aware of local disaster as soon as it possible.** This call will assist us in documenting the impact, engaging partner organizations needed to assess a disaster's impact and to assure a timely response.

In accomplishing its mission, the DDRC will work with the following organizations:

- South Dakota Voluntary Organizations Active in Disaster (SD VOAD)
- Catholic parishes and organizations within the Diocese
- Statewide Catholic organizations such as the KC's, Catholic Daughters, Catholic United Financial and St. Vincent de Paul Society
- Other churches or denominations
- Other human service, social service and nonprofit organizations
- Catholic Charities USA

- County, state, or federal disaster management organizations
- Local businesses, fraternal organizations, civil groups and others of good will.

### **How is the DDRC is Activated.**

The DDRC will assess the emotional, physical, and spiritual needs of those impacted by a disaster to determine whether a Diocesan response is warranted. If not a local response may be required based on size, scope and available resources. If the committee determines a Diocesan response is warranted they will contact the Bishop (or the Administrator of the Rapid City Diocese if the seat is vacant), assess needs, and convene a meeting to propose a plan of action.

The committee chair should forward incidents reports and information to the local pastor, the committee members and Chancellor regarding the disaster impact. Reports are often received from Emergency Management, FEMA, Red Cross, Parishes, or VOAD. The Community Outreach Director will assist the pastor and parish in considering how they might assist with disaster recovery. The Community Outreach Director will also assist with providing training, forms, assist with technical support, are procedures to assist the parish with volunteer coordination and resource allocation.

If a diocesan response is not needed, the committee should remain available to support efforts of parishes and communities at that level. If it is determined that a Diocesan response is warranted, the committee should prepare to draft a response plan to be reviewed and approved by Bishop and/or his designee in as timely a manner..

### **Plan Approval:**

If the plan is approved by the Bishop, the committee will be responsible to implement the plan with a clear understanding that the DDRC's role is long term recovery, and not as first responders. Only with the permission from local authorities and/or request from SD VOAD, Emergency Management or at the request of the Pastor should the recovery phase begin.

In most cases, the Community Outreach Director will help to organize and form volunteers to serve on a local unmet needs committee. Volunteer case managers can help assist families in need find services and support via virtual deployment. The Community Outreach Director will ensure that the Catholic community has a representative on the local VOAD unmet needs committee. If mental health needs are evident, the DDRC may ask CSS to consider assisting these needs in two ways. Through deploying a provider or through telehealth services. The DDRC is to make all effort to coordinate with others to maximize the impact, reduce duplication

and assist as many as possible. All efforts of the DDRC should be coordinated with and work to support parish recovery efforts and at the local level.

### **Securing Resources:**

The DDRC will seek opportunities to develop a funding mechanism to provide resources to assist those impacted by a disaster and secure needed resources. These resources whether volunteers, donated materials, donated services and financial resources must be utilized based upon the donor intent.

Funds for emergency recovery needs may be available from the Disaster Response Office of Catholic Charities USA (CC USA). The committee will immediately consider if a short-term emergency grant is needed. A \$10,000, which can be obtained within 24 hours via a one-page application. Long-term funding from Catholic Charities USA may become available if a major disaster prompts a national appeal from the USCCB. The DDRC will consult with the bishop to determine whether to contact Catholic Charities USA to obtain technical assistance and needed resources.

If Catholic Social Services has funds in our Disaster Fund, these monies too could be used to support recovery, but if additional funds are needed a request should be made of the Diocese and/or parishes.

Catholic Social Services Office in consultation with the DDC will consider outreach to the public, foundations and businesses to request funds to assist with the recovery efforts.

### **Diocesan Disaster Response Committee Membership:**

All Committee Members will be appointed by the chair of the committee and approved by the Bishop of the Diocese of Rapid City.

The DDRC is composed of the following members and outlines their responsibilities:

- The Executive Director of Catholic Social Services is the committee chair. This person is a point of contact for the DDRC, and the alternate point of contact will be the Community Outreach Director if necessary.
- The Community Outreach Director will serve as the DDC Secretary and will serve representative on SD VOAD. They will attend the scheduled VOAD meetings. This person will also be called upon to schedule the DDRC meeting, complete meeting minutes and agendas.
- The Chancellor of the Diocese will function as a liaison between the Diocese and the DDRC committee.

- The Diocesan Facilities Manager assists with mitigation efforts in parish and diocesan facilities and provides information on hazardous materials, emergency plans and protocols for parishes. They might also be consulted to assist in locating facilities (sheltering, staging areas for construction materials, warehouse space) needed to assist those impacted if called upon.
- The Finance and Human Resource Director of Catholic Social Services serves as the treasurer. The Treasurer will track income and expenses, cut checks, see the funds are audited and generate financial reports.
- A member of the clergy or a deacon advises the committee regarding the provision of pastoral care to those impacted by a disaster and assist with the spiritual/emotional care of both disaster victims and those involved to the recovery efforts.
- Others deemed appropriate based upon the skills, experience, or availability to serve.

### **Meetings:**

The committee should hold at least one annual meeting to provide a report of activities, a financial report, assist in the recruitment or orientation of new members, assist with planning and training needs in the diocese, update its business plan or disaster plan and consider priorities for the next year. Other meetings may be called by the Disaster Committee Secretary as needed.

### **Disaster Preparedness:**

The DDC will disseminate the DDR Plan.

The Parish Facilities Director and the Insurance Company will review facilities and make recommendations to mitigate disaster impact on local facilities.

Community Outreach Director (COD) will offer training and resources to assist parishes in disaster readiness. This will include offering training to parish staff and volunteers to assist with disaster recovery efforts. COD will assist parishes to complete a Catholic Disaster Preparedness Program (CDPP) and complete the Emergency Disaster Form which includes an and emergency contact form and checklist.